

From: [Pierce, Lindsay](#)
To: [Alic, Adnela](#); [Bean, Christine](#); [DeNubila, Megan](#); [Dreisig, John](#); [Fredette, Carolyn](#); [Gao, Fengxiang](#); [Hansen, Katrina](#); [Jones, Kelly](#); [Khan, Nomana](#); [Mathewson, Abigail](#); [Morse, Darlene](#); [Scacheri, Andria](#); [Selembo, Taylor](#); [Tullo, Daniel](#); [TWITCHELL, NEIL](#)
Cc: [Daly, Elizabeth](#); [Lester, Jonathan](#); [Chan, Benjamin](#); [Elizabeth A. Talbot](#); [Beaulac, Craig](#); [Locke, Stephanie](#)
Subject: Notes from 2/7/2020 nCoV Ops Meeting
Date: Friday, February 7, 2020 3:52:14 PM
Attachments: [image001.png](#)
[image002.png](#)

Please send any corrections. Thanks and have a great weekend! Lindsay

2/7/2020 12PM

Friday, February 7, 2020

2:13 PM

Operations Section Meeting

General updates :

- Situation Summary (Beth):
 - 31,523 cases, 638 deaths, 28 countries, 12 cases in US, around 300 PUI
 - National screening process has been evaded. One flight did not receive any screening. Verify travel locations.
 - DGMQ technical problem. 1600 notifications from yesterday did not go out.
 - Submitting memo to DAS for support to make rapid purchases.
 - Identifying state general funds. Working on PPE purchase request with ESU.
- Time tracking (Lindsay)
 - Track all nCoV time on time tracking spreadsheet. Include overtime on timecard.
 - On-call (NH First, need to use regular time), time tracking.
- Daily request emails? (Lindsay)
 - Subject: "REQUEST DIVISION NAME" with high priority for all task assignments

Surveillance and Epidemiology Branch (Katrina)

- Case Investigation Division (Darlene)
 - Activities
 - DGMQ Notifications Process- PHNOC addressing them as they come in. Darlene updating epi of #DGMQ notifications.
 - Update of DI protocol- being updated with DGMQ
 - Tracking phone volume- getting from activity log. No calls associated POC/PUI
 - Self-monitoring: Monitor Monday/Weds/Friday. If day 14 is over weekend, weekend PHNOC will notify individual that monitoring is complete.
 - Let Nashua know we have traveler from Nashua. Provide them training and opportunity to follow their city residents. .
 - Documents/materials needed
 - PUI form is in NHEDSS Test.

- Surveillance Division (John)
 - Activities
 - John created "monitoring" in NHEDSS
 - Weekend reporting period
 - PUI form added to NHEDSS, to allow epis to pull data from NHEDSS
 - Talking with Adnela to work monitoring piece
 - New case report form- John to save
 - Documents/materials needed

Countermeasures Branch (Neil)

- Monitoring Division (Adnela)
 - Activities
 - Updated tables for Epi Summary to include people under monitoring
 - Traveler tracing and monitoring will be in report (asx travelers)
 - Current 6 self-monitoring at of 12 noon
 - Currently manual process
 - TIMS demo today
 - Documents/materials needed
 - Monitoring forms being worked on today

Laboratory and Testing Branch (Dan)

- Activities
 - No specimens received since Weds.
 - Email test kits from CDC shipped today, will arrive Saturday. Carol Loring will come in to accept delivery and start process.
 - Several days of validation.
 - Sample 21 samples in one run. 3 samples (OP, NP, sputum)per patient, 7 patients per run. 24 hour turnaround time (from receipt to PHL). Run on Saturday/Sunday. If all goes well, maybe next mid-week.
 - PHL will run over weekend, as needed.
 - NHEDSS, HL7 messaging: worked with Andrey today. Will be able to message directly into general cue. Or PHN who is assigned to case.
 - Review process for notification of CDC lab results. Call for positives. Others in LIM
- Documents/materials needed
 - Running bio fire and flu on all patients. Have kits on hand to run 34 patients. Will make request as needed. \$3,670 per kit, 28 patients per kit. Would like to order 2.

Risk Communications Branch (Nomana)

- Activities
 - Website update
 - CDC FAQ link
 - Healthcare link

- Traveler post cards
- Cough etiquette posters
- Social media
 - WHO video post
 - Traveler post cards
- Messaging
 - HO
 - Equity counsel posting
- In progress
 - Targeted communication for healthcare providers
 - Flow chart to website
- Discuss Zoom account
 - Made request to purchase zoom accounts. Working on approving. Don't have approval to do immediately
- Web team posting (Nomana, Megan, Lindsay)
- Documents/materials needed
 - None

Other business (All)

- N/A

Review of Action Items

- ☐ Lindsay will send all emails that include tasks as "high priority" and using the new subject line: REQUEST
- ☐ Lindsay to send epi with IMT notes
- ☐ Darlene to connect with Nashua re: monitoring their own travelers
- ☐ Darlene/Andria/Abby/John PUI forms in NHEDSS Test, provide feedback, Katrina will notify when live.
- ☒ Lindsay Fix folders today- The DI Protocol folder lives here: <\\Dhhs\data\OCPH\IMT\2019 Novel Coronavirus\OPERATIONS\2- SURVEILLANCE AND EPIDEMIOLOGY\Disease Investigation Protocol>. It appears an additional folder of the same name was saved under RISK COMMUNICATIONS, however the folder only had one monitoring document in it. That folder has been deleted.
- ☐ Darlene will update nCoV disease investigation protocol:
 - ☐ To reflect who will check cue for test results from LIMS and what is COOP

- ☐ To reflect need for notification of PHL when provider has been notified of PUI/POC results (PHL_LIMS_Group@dhhs.nh.gov with underscores between PHL_LIMS_Group).)
- ☐ Self-monitoring, Monitor Monday/Weds/Friday. If day 14 is over weekend, PHNOC will notify.
- ☐ Lindsay will work with SME and IC to determine if we will allow for bio fire on all specimens being submitted to PHL for nCoV. Lindsay will make request to IMT, if indicated: \$3,670 per kit, 28 patients per kit. Would like to order 2.
- ☐ Depending on results of this conversation, Lindsay to request update to protocol

Attendance:

- ☒ Lindsay Pierce
- ☒ Beth Daly
- ☒ Elizabeth A. Talbot
- ☒ Ben Chan
- ☒ Leigh Cheney
- ☒ Craig Beaulac
- ☒ Stephanie Locke
- ☐ Lisa Morris

- ☒ Katrina Hansen
- ☒ Darlene Morse
- ☒ John Dreisig
- ☒ Abby Mathewson
- ☒ Andria Scacheri
- ☒ Dan Tullo
- ☒ Fengxiang Gao
- ☒ Trevor Lester

☒ Chris Bean

☐ Neil Twitchell- vacation

☒ Adnela Alic

☒ Nomana Khan

☐ Megan DeNubila- vacation

☒ Taylor Selembo

☒ Kelly Jones

☒ Carolyn Fredette

☐ Jake Leon

☐ Kathy Remillard